

Overview of Required Submission Steps

There are three steps required to submit student level data to the department.

1. Upload and Verify the Batch

2. Verify a Submission at the District Level

3. Certify via the Superintendent

1. Upload and Verify the Batch

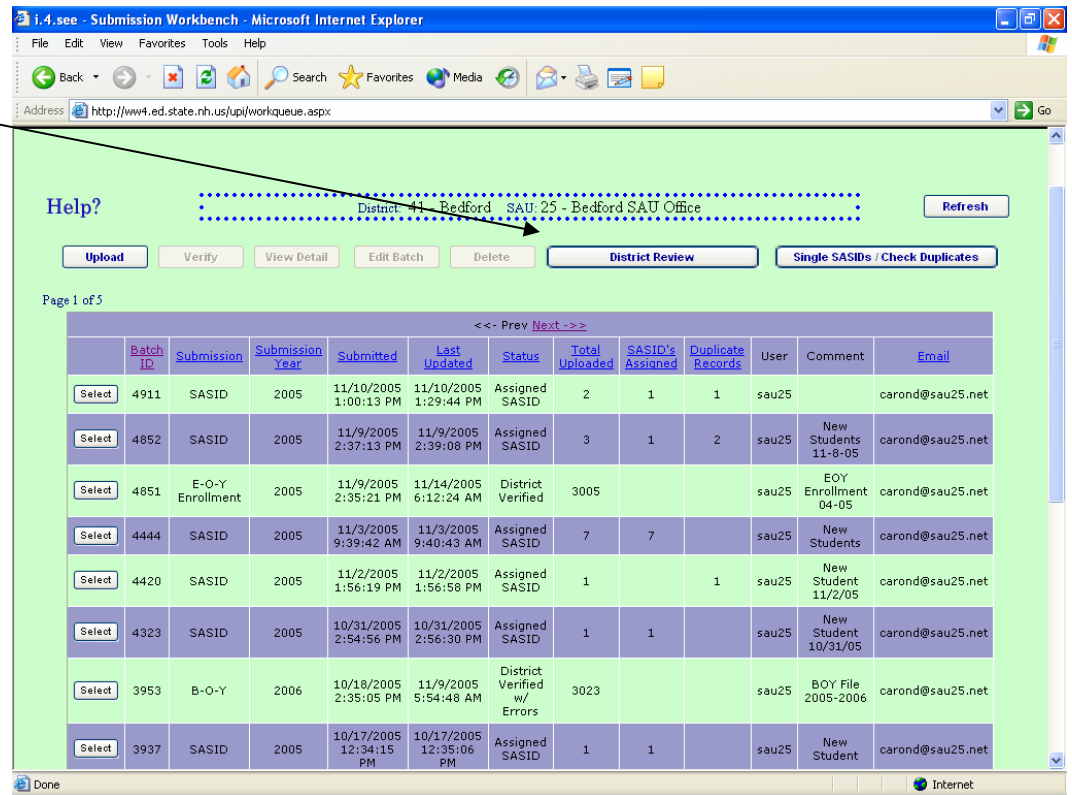
1. Once you have uploaded a file, you want it to be in a status of 'Batch Verified'.
2. If the status is 'Batch Verified with Errors', then use the View Detail button to see the errors. You can edit the data right on-line.
3. If you edit the data, the status will change to 'Batch Editing'.
4. When you are done editing the data, or at any time, you can click Verify to re-verify the data. Any errors that have been corrected will disappear and the status will be updated appropriately..

The screenshot shows the 'i.4.see - Submission Workbench' interface in a Microsoft Internet Explorer browser window. The page title is 'New Hampshire Department Of Education I.4.See Submission Workbench'. The address bar shows 'http://www4.ed.state.nh.us/upi/workqueue.aspx'. The page displays a table of submission batches with columns: Batch ID, Submission, Submission Year, Submitted, Last Updated, Status, Total Uploaded, SASID's Assigned, Duplicate Records, User, Comment, and Email. The table is filtered for 'District: 9 - Allentown SAU: 53 - Pembroke SAU Office'. The 'Status' column shows various statuses including 'Batch Verified with Errors', 'District Verified', 'Assigned SASID', 'Batch Verified', and 'Batch Verified'. The 'View Detail' button is highlighted with a red circle, and the 'Verify' button is also highlighted with a red circle. Arrows from the numbered list on the left point to these buttons and the 'Batch Verified' status in the table.

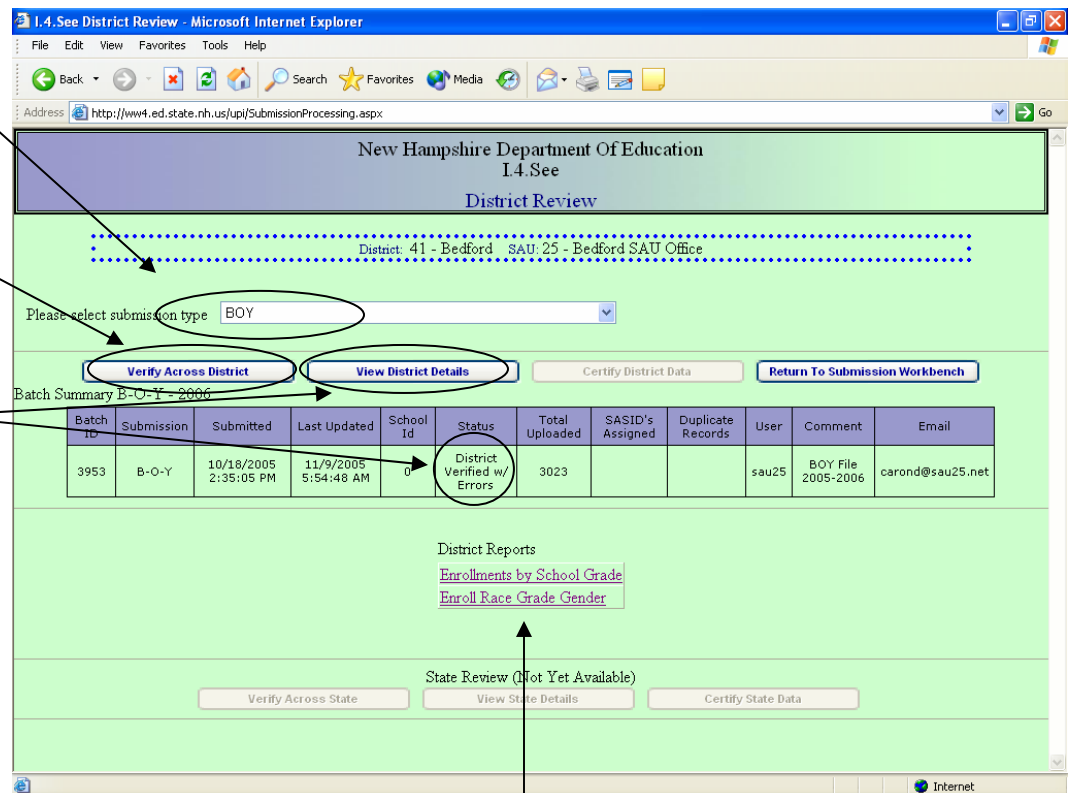
Batch ID	Submission	Submission Year	Submitted	Last Updated	Status	Total Uploaded	SASID's Assigned	Duplicate Records	User	Comment	Email
4856	E-O-Y Academic Perfo	2005	11/9/2005 2:53:05 PM	11/10/2005 2:12:26 PM	Batch Verified with Errors	285			sau53	AES Academic Report	rminer@sau53.org
4146	E-O-Y Enrollment	2005	10/26/2005 11:50:17 AM	11/1/2005 9:01:37 AM	District Verified	261			sau53	ARD EOY REPORT 04-05	rminer@sau53.org
3971	E-O-Y Enrollment	2005	10/20/2005 9:35:37 AM	11/1/2005 9:01:37 AM	District Verified	285			sau53	EOY REPORT 04-05	rminer@sau53.org
3494	SASID	2005	9/21/2005 12:27:41 PM	9/21/2005 12:28:34 PM	Assigned SASID	41	41		sau53	Kindergarten	rminer@sau53.org
2786	NECAP Label	2006	7/20/2005 3:17:47 PM	8/10/2005 11:11:39 AM	Batch Verified	247			sau53	ARD NECAP	rminer@sau53.org
2785	NECAP Label	2006	7/20/2005 3:16:53 PM	8/11/2005 11:29:30 AM	Batch Verified	94			sau53	AES NECAP	rminer@sau53.org

2. Verify at the District Level

1. Once all of your uploaded files for a given submission type, such as BOY or EOY: Enrollment, have a status of 'Batch Verified' you should click District Review to verify the submissions for the entire district.



1. On the District Review page you should first choose the submission type for which you have submitted all your files.
2. Click 'Verify Across District' to verify the submission(s) for your district. This will check for a few rules that can only be checked when the system is sure you have submitted all your files for a given submission.
3. If the status is 'District Verified with Errors', then use the View District Detail button to see the errors. You can edit the data right on-line.
4. If you edit the data, the status will change to 'District Editing'.
5. When you are done editing the data, or at any time, you can click Verify Across District to re-verify the data. Any errors that have been corrected will disappear and the status will be updated appropriately.



Remember, you should view the reports to make sure the data matches your expectations!

3. Certify via the Superintendent

1. Once the status is set to '*District Verified*' for all the files for a given submission, the superintendent can 'Certify' the data. Login with the user id SUPxxx and click Certify District Data.
2. The status will be updated to '*Certified*' and you are done for that submission type.

NOTE: You do not need to perform a district review for the F&R data, this data is complete when the status is '*Batch Verified*'.

I.4. See District Review - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www4.ed.state.nh.us/upi/SubmissionProcessing.aspx> Go

New Hampshire Department Of Education
I.4. See
District Review

District: 173 - Exeter SAU: 16 - Exeter SAU Office

Please select submission type: BOY

Verify Across District View District Details **Certify District Data** Return To Submission Workbench

Batch Summary B-O-Y - 2006

Batch ID	Submission	Submitted	Last Updated	School Id	Status	Total Uploaded	SASID's Assigned	Duplicate Records	User	Comment	Email
4863	B-O-Y	11/9/2005 3:21:04 PM	11/11/2005 9:24:02 AM	0	District Verified	511			sau16	Lincoln Street BOY Wednesday	kweise@sau16.org
4693	B-O-Y	11/8/2005 10:21:19 AM	11/11/2005 9:24:02 AM	0	District Verified	517			sau16	Main Street BOY Tuesday	kweise@sau16.org

District Reports
[Enrollments by School Grade](#)
[Enroll Race Grade Gender](#)

State Review (Not Yet Available)
Verify Across State View State Details Certify State Data

Done Internet

Remember this year we have the following deadline:

Due November 18th:

- (1) 2004-2005 End-of-Year Enrollment data; (Schools with any grade 1-8 ONLY)
- (2) 2004-2005 End-of-Year Academic Data; (Schools with any grade 1-8 ONLY)
- (3) 2005-2006 Beginning-of-Year Enrollment Data; (ALL Schools!)
- (4) 2005-2006 Free and Reduced Priced Lunch Data. (Schools with grades 3-8 ONLY)

For Assistance:

- i. Contact your Distinguished Educator. Contact information can be found at: www.ed.state.nh.us/i4see (list can be found at top of page under 'recent highlights').
- ii. Contact: Sandy Hyslop, 271-2831, shyslop@ed.state.nh.us
- iii. Or email i4seehelp@ed.state.nh.us.